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375 Beale Street, Suite 800
San Francisco, CA 94105
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www.mtc.ca.gov

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June 8, 2016

Addendum No. 1
to
Request For Qualifications
For Pavement Management Technical Assistance Program (P-TAP)
dated May 6, 2016

Dear Bidder:

This letter is Addendum No. 1 to the Request For Qualifications (RFQ) for the Pavement Management Technical Assistance Program (P-TAP) dated May 6, 2016. Where text is revised, deleted text is shown in strike-through format; added text is *italicized*. The RFP is revised as follows:

<u>Addendum Item</u>	<u>Reference</u>	<u>Change</u>
1.	RFQ, Section II, Minimum Qualifications, 2.1.1 Pre-qualification for Task 2.1, third paragraph, page 3	MTC will establish up to 20 <i>twenty-four (24)</i> test sites based on a range of pavement conditions. Consultants will inspect the test sites and provide MTC with the data from which MTC can calculate the distress types, distress severities, distress type-severity quantities, and the PCI. The Consultants will use their method to complete the survey of the test sites and provide the data in the StreetSaver® format that will allow them to calculate the PCI.
2.	RFQ, Section III, Scope of Work, Period of Performance and Budget, Article B, Period of Performance, page 5	B. Period of Performance <i>MTC expects the work for P-TAP Round 18, awarded pursuant to the RFQ, to commence on or around March 2017 and to conclude by April 30, 2018. At MTC's sole option, the contract may be extended for three additional one (1) year terms for P-TAP rounds 19, 20 and 21, respectively.</i> MTC expects the work awarded pursuant to this RFQ to commence on or about January 2017, and to be completed no later than June 30, 2021 for P-TAP rounds 18-21. Selected projects will be assigned to P-TAP consultants no later than January 2017, P-TAP 18 is scheduled to kick off in early March 2017, and P-TAP 18 projects are expected to be concluded by April 30, 2018.


3.	RFQ, Section VII, Form of SOQ, Article G, Cost Proposal, Item #2, sub-item #4, page 12	<p>4. FOR TASK 2.1 ONLY:</p> <p><i>A description of consultant's per-center line mile and inspection unit rates for all proposed project costs, including statements that the rates include all direct and indirect costs and that the rates are valid for the term of the P-TAP 18, 19, 20, and 21 rounds (four (4) years). Per-center line mile rates will be provided in three categories: (1) Less than or equal to 50 miles, (2) More than 50 miles but less than or equal to 150 miles, and (3) More than 150 miles.</i></p> <p>A description of consultant's per-center line mile and management section rates for all proposed project costs, including statements that the rates include all direct and indirect costs and that the rates are valid for the term of the P-TAP 18, 19, 20, and 21 rounds (four (4) years) of the Program plus two optional rounds for P-TAP 22 and 23. Per-center line mile rates will be provided in three categories: (1) Less than or equal to 50 miles, (2) More than 50 miles but less than or equal to 150 miles, and (3) More than 150 miles.</p>
4.	RFQ, Appendix F-3, Local Agency DBE Commitment	RFQ, Appendix F-3 is deleted replaced with the revised Appendix F-3, included below
5.	RFQ, Appendix F-4, Local Agency DBE Information	RFQ, Appendix F-4 is deleted replaced with the revised Appendix F-4, included below
6.	RFQ, Appendix H, Pre-Qualification Test for Task 2.1, first paragraph, page 128	Under the Pavement Management Technical Assistance Program (P-TAP), MTC will be soliciting a new round of data collection consultants. MTC issued a Request for Qualification April 11, 2016 May 6, 2016. All interested firms must pass the distress data collection pre-qualification test before submitting their response to the RFQ. The prequalification test is scheduled for June 15 and 16, 2016 and will be conducted in the city of Alameda, CA.
7.	RFQ, Appendix H, Pre-Qualification Test for Task 2.1, fourth paragraph, page 128	<p>Costs</p> <p>All interested consultants must pay a non-refundable registration fee of \$750 \$500 for the pre-qualification test.</p>

The remaining provisions of the RFQ remain unchanged. In the event of a conflict between this Addendum and the previous version(s), this Addendum takes precedence.

A Questions and Answers document is attached to this Addendum.

Any questions concerning this Addendum to the RFP should be directed to Michael Brinton, Contracts Specialist, at (415) 778-6727 or mbrinton@mtc.ca.gov.

Sincerely,



Steve Heminger
Executive Director

SH: mb

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APPENDIX F-3, Local Agency Consultant DBE Commitment

EXHIBIT 10-O1 CONSULTANT PROPOSAL DBE COMMITMENT

1. Local Agency: Metropolitan Transp. Commission 2. Contract DBE Goal: To Be Determined at Task Order Issuance
3. Project Description: Pavement Management Technical Assistant Program (P-TAP)
4. Project Location: San Francisco Bay Area
5. Consultant's Name: _____ 6. Prime Certified DBE: ☐

7. Description of Work, Service, or Materials Supplied	8. DBE Certification Number	9. DBE Contact Information	10. DBE %		
<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>		
Local Agency to Complete this Section		11. TOTAL CLAIMED DBE PARTICIPATION	%		
17. Local Agency Contract Number:					
18. Federal-Aid Project Number: STPL-6084(198)					
19. Proposed Contract Execution Date:					
Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate. 20. Local Agency Representative's Signature _____ 21. Date _____ 22. Local Agency Representative's Name <u>Michael Brinton</u> _____ 23. Phone _____ 24. Local Agency Representative's Title _____		IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required. 12. Preparer's Signature _____ 13. Date _____ 14. Preparer's Name _____ 15. Phone _____ 16. Preparer's Title _____			

DISTRIBUTION: Original – Included with consultant's proposal to local agency.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654- 3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

INSTRUCTIONS – CONSULTANT PROPOSAL DBE COMMITMENT

CONSULTANT SECTION

- 1. Local Agency** - Enter the name of the local or regional agency that is funding the contract.
- 2. Contract DBE Goal** - Enter the contract DBE goal percentage as it appears on the project advertisement.
- 3. Project Location** - Enter the project location as it appears on the project advertisement.
- 4. Project Description** - Enter the project description as it appears on the project advertisement (Bridge Rehab, Seismic Rehab, Overlay, Widening, etc.).
- 5. Consultant's Name** - Enter the consultant's firm name.
- 6. Prime Certified DBE** - Check box if prime contractor is a certified DBE.
- 7. Description of Work, Services, or Materials Supplied** - Enter description of work, services, or materials to be provided. Indicate all work to be performed by DBEs including work performed by the prime consultant's own forces, if the prime is a DBE. If 100% of the item is not to be performed or furnished by the DBE, describe the exact portion to be performed or furnished by the DBE. See LAPM Chapter 9 to determine how to count the participation of DBE firms.
- 8. DBE Certification Number** - Enter the DBE's Certification Identification Number. All DBEs must be certified on the date bids are opened.
- 9. DBE Contact Information** - Enter the name, address, and phone number of all DBE subcontracted consultants. Also, enter the prime consultant's name and phone number, if the prime is a DBE.
- 10. DBE %** - Percent participation of work to be performed or service provided by a DBE. Include the prime consultant if the prime is a DBE. See LAPM Chapter 9 for how to count full/partial participation.
- 11. Total Claimed DBE Participation %** - Enter the total DBE participation claimed. If the total % claimed is less than item "Contract DBE Goal," an adequately documented Good Faith Effort (GFE) is required (see Exhibit 15-H DBE Information - Good Faith Efforts of the LAPM).
- 12. Preparer's Signature** - The person completing the DBE commitment form on behalf of the consultant's firm must sign their name.
- 13. Date** - Enter the date the DBE commitment form is signed by the consultant's preparer.
- 14. Preparer's Name** - Enter the name of the person preparing and signing the consultant's DBE commitment form.
- 15. Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
- 16. Preparer's Title** - Enter the position/title of the person signing the consultant's DBE commitment form.

LOCAL AGENCY SECTION

- 17. Local Agency Contract Number** - Enter the Local Agency contract number or identifier.
 - 18. Federal-Aid Project Number** - Enter the Federal-Aid Project Number.
 - 19. Proposed Contract Execution Date** - Enter the proposed contract execution date.
 - 20. Local Agency Representative's Signature** - The person completing this section of the form for the Local Agency must sign their name to certify that the information in this and the Consultant Section of this form is complete and accurate.
 - 21. Date** - Enter the date the DBE commitment form is signed by the Local Agency Representative.
 - 22. Local Agency Representative's Name** - Enter the name of the Local Agency Representative certifying the consultant's DBE commitment form.
 - 23. Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
 - 24. Local Agency Representative Title** - Enter the position/title of the Local Agency Representative certifying the consultant's DBE commitment form.
-

APPENDIX F-4, Local Agency Consultant DBE Information

EXHIBIT 10-O2 CONSULTANT CONTRACT DBE COMMITMENT

1. Local Agency: Metropolitan Transp. Commission 2. Contract DBE Goal: To be determined at Task Order Issuance
 3. Project Description: Pavement Management Technical Assistant Program (P-TAP)
 4. Project Location: San Francisco Bay Area
 5. Consultant's Name: _____ 6. Prime Certified DBE: ☐ 7. Total Contract Award Amount: _____
 8. Total Dollar Amount for **ALL** Subconsultants: _____ 9. Total Number of **ALL** Subconsultants: _____

10. Description of Work, Service, or Materials Supplied	11. DBE Certification Number	12. DBE Contact Information	13. DBE Dollar Amount
<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>
Local Agency to Complete this Section			
20. Local Agency Contract Number: _____			\$
21. Federal-Aid Project Number: STPL-6084 (198)			%
22. Contract Execution Date: _____			
Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate. 23. Local Agency Representative's Signature _____ 24. Date _____ 25. Local Agency Representative's Name <u>_Michael Brinton</u> 26. Phone _____ 27. Local Agency Representative's Title _____			14. TOTAL CLAIMED DBE PARTICIPATION IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required. 15. Preparer's Signature _____ 16. Date _____ 17. Preparer's Name _____ 18. Phone _____ 19. Preparer's Title _____ _____ _____

DISTRIBUTION: 1. Original – Local Agency
 2. Copy – Caltrans District Local Assistance Engineer (DLAE). Failure to submit to DLAE within 30 days of contract execution may result in de-obligation of federal funds on contract.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654- 3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

INSTRUCTIONS – CONSULTANT CONTRACT DBE COMMITMENT**CONSULTANT SECTION**

- 1. Local Agency** - Enter the name of the local or regional agency that is funding the contract.
- 2. Contract DBE Goal** - Enter the contract DBE goal percentage as it appears on the project advertisement.
- 3. Project Location** - Enter the project location as it appears on the project advertisement.
- 4. Project Description** - Enter the project description as it appears on the project advertisement (Bridge Rehab, Seismic Rehab, Overlay, Widening, etc).
- 5. Consultant's Name** - Enter the consultant's firm name.
- 6. Prime Certified DBE** - Check box if prime contractor is a certified DBE.
- 7. Total Contract Award Amount** - Enter the total contract award dollar amount for the prime consultant.
- 8. Total Dollar Amount for ALL Subconsultants** – Enter the total dollar amount for all subcontracted consultants. SUM = (DBEs + all Non-DBEs). Do not include the prime consultant information in this count.
- 9. Total number of ALL subconsultants** – Enter the total number of all subcontracted consultants. SUM = (DBEs + all Non-DBEs). Do not include the prime consultant information in this count.
- 10. Description of Work, Services, or Materials Supplied** - Enter description of work, services, or materials to be provided. Indicate all work to be performed by DBEs including work performed by the prime consultant's own forces, if the prime is a DBE. If 100% of the item is not to be performed or furnished by the DBE, describe the exact portion to be performed or furnished by the DBE. See LAPM Chapter 9 to determine how to count the participation of DBE firms.
- 11. DBE Certification Number** - Enter the DBE's Certification Identification Number. All DBEs must be certified on the date bids are opened.
- 12. DBE Contact Information** - Enter the name, address, and phone number of all DBE subcontracted consultants. Also, enter the prime consultant's name and phone number, if the prime is a DBE.
- 13. DBE Dollar Amount** - Enter the subcontracted dollar amount of the work to be performed or service to be provided. Include the prime consultant if the prime is a DBE. See LAPM Chapter 9 for how to count full/partial participation.
- 14. Total Claimed DBE Participation** - \$: Enter the total dollar amounts entered in the "DBE Dollar Amount" column. %: Enter the total DBE participation claimed ("Total Participation Dollars Claimed" divided by item "Total Contract Award Amount"). If the total % claimed is less than item "Contract DBE Goal," an adequately documented Good Faith Effort (GFE) is required (see Exhibit 15-H DBE Information - Good Faith Efforts of the LAPM).
- 15. Preparer's Signature** - The person completing the DBE commitment form on behalf of the consultant's firm must sign their name.
- 16. Date** - Enter the date the DBE commitment form is signed by the consultant's preparer.
- 17. Preparer's Name** - Enter the name of the person preparing and signing the consultant's DBE commitment form.
- 18. Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
- 19. Preparer's Title** - Enter the position/title of the person signing the consultant's DBE commitment form.

LOCAL AGENCY SECTION

- 20. Local Agency Contract Number** - Enter the Local Agency contract number or identifier.
 - 21. Federal-Aid Project Number** - Enter the Federal-Aid Project Number.
 - 22. Contract Execution Date** - Enter the date the contract was executed.
 - 23. Local Agency Representative's Signature** - The person completing this section of the form for the Local Agency must sign their name to certify that the information in this and the Consultant Section of this form is complete and accurate.
 - 24. Date** - Enter the date the DBE commitment form is signed by the Local Agency Representative.
 - 25. Local Agency Representative's Name** - Enter the name of the Local Agency Representative certifying the consultant's DBE commitment form.
 - 26. Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
 - 27. Local Agency Representative Title** - Enter the position/title of the Local Agency Representative certifying the consultant's DBE commitment form.
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**REQUEST FOR QUALIFICATIONS (RFQ)
FOR PAVEMENT MANAGEMENT TECHNICAL ASSISTANCE PROGRAM (P-TAP),
DATED MAY 6, 2016**

**QUESTIONS RECEIVED FROM PROPOSERS' CONFERENCE HELD ON MAY 25TH,
2016 AND OTHER QUESTIONS SUBMITTED**

Q1: What are the deadlines for submitting questions, modifications/exceptions and for submission of the Statement of Qualifications (SOQ's)?

A1: See RFQ, Section V, Consultant Selection Timetable.

Q2: How will the Metropolitan Transportation Commission (MTC) communicate responses to questions or requests for modifications/exceptions?

A2: Responses to all questions and requests will be posted to the MTC website are devoted to this RFQ. Interested parties should register as a Plan Holder for this procurement to ensure receipt of notification of new information or updates posted to the MTC website.

Q3: Are there any significant changes to the contract terms since the last P-TAP procurement four (4) years ago?

A3: All respondents should review RFQ Appendix D, Standard MTC Consultant Contract in detail. Questions and/or requests for modifications/exceptions to the terms must be submitted by the deadline provided in RFQ, Section V, Consultant Selection Timetable to guarantee a response from MTC.

Q4: Please provide information on how or where to make payment for the testing. Additionally, please clarify if the fee is \$500.00 or \$750.00.

A4: Please see Addendum No. 1, Item #7, all interested Consultants must pay a non-refundable registration fee of \$500 for the pre-qualification test. Additionally, please see RFQ, Appendix H, Pre-Qualification Test for Task 2.1, Costs for information on payment for the Pre-Qualification testing.

Q5: Please confirm how many test sites MTC will establish for the Pre-qualification testing for Task 2.1.

A5: See Addendum No. 1, Item #1. MTC will establish up to 24 test sites.

Q6: Is there a limit on the number of persons that can participate in the pre-qualification testing for Task 2.1?

A6: There is no limit to the number of persons that can participate, however RFQ, Section II, Minimum Qualifications, 2.1.1 Pre-qualification for Task 2.1, MTC requests that firms send a minimum of two staff members to perform inspections for the Pre-Qualification.

Q7: What are the distress types and codes that will be included in the testing?

A7: Please see **RFQ, Appendix H, Pre-Qualification Test for Task 2.1**. The sample inspection sheets detail eight (8) distress types for flexible pavements and seven (7) distress types for rigid pavements.

Q8: If a firm has previously passed the MTC qualification testing, are they required to re-take the tests? How long is the certification valid?

A8: Yes, per **RFQ, Section II, Minimum Qualifications, 2.1.1 Pre-qualification for Task 2.1**, Consultants seeking to perform Task 2.1 activities must be pre-qualified by MTC prior to SOQ submission. Certification is valid for two (2) years, and will be renewed upon passage of an inspection test.

Q9: What is the expected length of the contract that will be awarded at the conclusion of the RFQ?

A9: Please see Addendum No. 1, Items #2 and #3.

Q10: Should three distinct proposals be submitted for Tasks 2.1, 2.2 and 2.3?

A10: Please see RFQ, Section VI, Submittal of SOQ, Article 9.

Q11: Can the electronic, PDF version of the SOQ be submitted on a flash/jump drive?

A11: Yes.

Q12: RFQ, Section VII, Form of SOQ, Article E, Work Plan, Item #5, Quality Control Plan (for Task 2.1 only), sub item #1 on page 9 states that the re-inspection of “control sections” by inspection teams occur at least once every two weeks. Can MTC provide clarification via an example as it is unclear how long the two-week re-inspection should occur.

A12: Control sites (sections) are used to calibrate data collection equipment and to validate pavement raters. Control site testing must be performed during pre-production phase. During the production phase, field crews must return at two-week intervals and run control sites (sections) to verify continued calibration of the equipment and methods. For instance, if it takes 4 weeks to complete inspection of a jurisdiction during the production phase, two (2) re-inspections of the control sites must occur to verify continued calibration of the equipment and methods.

Q13: RFQ, Section VII, Form of SOQ, Article F, Qualifications and References, Item #4, requires a succinct description of previous projects similar to this project. Is the one page maximum per project or in total?

A13: The one page maximum is per project.

Q14: RFQ, Section VII, Form of SOQ, Article F, Qualifications and References, Item #5, requires samples of previous work products. Should samples be included within SOQ or as separate documents?

A14: It is up to each proposer to decide how to construct and package the SOQ.

Q15: Can the cost proposals for all tasks be included in the SOQ together?

A15: No, see RFQ, Section VII, Form of SOQ, Article G, Cost Proposal, Item #1. The SOQ can be delivered in one package however; the cost proposal for Task 2.2 Plans, Specifications & Estimates (PS & E) Work Scope must be presented in a separate sealed envelope.

Q16: RFQ, Section VII, Form of SOQ, Article G, Cost Proposal, Item #2, sub-item #4, page 12 describes the required cost proposal information for Task 2.1. Please provide further description and/or definition of per management section rates. Can the per-center line mile rates be provided with separate unit pricing for cities and counties? Will the MTC provide a fillable sheet for the above unit rates or do we provide our own matrix in response?

A16: Cost proposal will be based on per-centerline miles and inspection units, respectively. No management section rates are required. This is due to the fact that management section can have one or more inspection units. No separate pricing for cities and counties will be considered.

Q17: Can MTC provide access to the MTC Data Quality Management Plan or similar document?

A17: <http://www.streetsaveronline.com/mtc-data-quality-management-plan>

Q18: Please clarify the Disadvantaged Business Enterprise process for this RFQ. RFQ Section VIII, SOQ Evaluation, Article B, Review for General Responsiveness, states: "Proposers failing to meet the Minimum Qualifications listed in this RFQ, or to satisfy the federal Disadvantaged Business Enterprise (DBE) requirements, will not be considered responsive." If the DBE goal for this Agreement will be determined at the time of Task Order issuance, what is MTC evaluating to determine satisfaction of federal DBE requirements? Also, when will completion of Appendices F-3, F-4, and F-5 be required?

A18: Please see Addendum No. 1, Item #4 & 5. RFQ Appendices F-3 and F-4 are replaced with revised forms, which now indicate that DBE Goals are to be determined at the Task Order issuance. SOQ's should include signed Appendices F-3 and F-4 with blank fields for DBE, Goal and dollar amounts. Signing these forms is acknowledgement by proposer that goals will be set at task order level and will satisfy evaluation of responsiveness in satisfying federal DBE requirements.

Q19: RFQ Appendix A, Preliminary Scope of Work, states that the cost of software purchase and data migration must be in the Work Scope, Schedule and Budget developed in Task 1, Project Start Up, if jurisdictions have not yet upgraded to StreetSaver® Online. Can the Consultant cost proposal include a line item for GIS integration in addition to the software and data migration costs?

A19: Yes, consultant can include a line item for GIS mapping integration.

Q18: Should costing be provided for lane miles as well as centerline miles?

A18: No.

Q19: If a DBE firm is utilized to perform pavement inspections, must the individual raters be certified?

A19: Yes.

Q20: Are interested firms required to carry an umbrella policy in an amount \$5 million?

A20: Yes, see RFQ, **Appendix D-1, Insurance Requirements**. Any request for modifications/exceptions to this requirement should be submitted prior to the date listed in the Consultant Selection Timetable. (See RFQ, Section V, Consultant Selection Timetable).
